**12th Judicial District**

Conservatorship For Minor

ALL JDF forms available at [www.courts.state.co.us](http://www.courts.state.co.us) : Forms 🡪 Guardian & Conservator

**STEP 1: INITIAL FILING**

|  |  |  |  |
| --- | --- | --- | --- |
| **X** | **PLEADINGS/ACTIONS** | **JDF #** | **ADDITIONAL INFORMATION** |
|  | Pay filing fee |  |  |
|  | Petition for Appointment of Conservator – Minor | 861 |  |
|  | Acceptance of Office | 805 |  |
|  | Credit report for proposed guardian |  | [www.equifax.com](http://www.equifax.com)  [www.experian.com](http://www.experian.com)  [www.transunion.com](http://www.transunion.com) |
|  | Criminal background check for proposed guardian |  | Colorado: [www.cbi.state.co.us](http://www.cbi.state.co.us) |
|  | Copy of Petitioner’s identification |  |  |

**STEP 2: PRE-HEARING**

|  |  |  |  |
| --- | --- | --- | --- |
| **X** | **PLEADINGS/ACTIONS** | **JDF #** | **ADDITIONAL INFORMATION** |
|  | Call the Court to Set Hearing Date |  | Call Probate Registrar (Bandy Lucero) at 719-657-3394 |
|  | Notice to Respondent with Personal Service Affidavit | 807 | File the completed form with the Court before the hearing date. Only needed if Minor is age 12 or older. |
|  | Notice to Interested Persons | 806 | File the completed form with the Court before the hearing date |
|  | Waiver of Notice | 719 | May be completed by any interested person (except the Respondent) who wishes to waive notice of any hearings or matters before the Court |
|  | Affidavit Regarding Due Diligence and Proof of Publication | 714 | (Necessary only if cannot locate an interested person in order to send him/her the required Notice to Interested Persons) |
|  | Notice of Hearing by Publication | 716 | (If necessary—see above) |
|  | Irrevocable Power of Attorney | 721 | (Out of state Conservator only) |

**STEP 3: HEARING**

|  |  |  |  |
| --- | --- | --- | --- |
| **X** | **PLEADINGS/ACTIONS** | **JDF #** | **ADDITIONAL INFORMATION** |
|  | Petitioner must appear at the hearing. If the Minor is age 12 or older, he/she should appear at the hearing. |  | If the Minor cannot attend the hearing for medical or other reasons, the Petitioner must file a Motion to Excuse the Minor and attach appropriate documentation to support the motion, such as a physician’s letter. |

**STEP 4: AFTER THE HEARING (if Conservator is appointed)**

|  |  |  |  |
| --- | --- | --- | --- |
| **X** | **PLEADINGS/ACTIONS** | **JDF #** | **ADDITIONAL INFORMATION** |
|  | Acknowledgment of Responsibilities | 800 |  |
|  | Court will issue Order Appointing Conservator |  |  |
|  | Court will issue Letters of Conservatorship | 880 | Certified Letters may be obtained for $20.75 each |
|  | Notice of Appointment of Conservator | 812 | File with the Court after service to the protected person and interested persons |
|  | Conservator’s Inventory with Financial Plan and Motion for Approval | 882  883 | Inventory with Financial Plan: Due 90 days after appointment. Complete only the caption on the Order Regarding Conservator’s Financial Plan |
|  | Conservator’s Report | 885 | File annually according to dates provided in the Order Appointing Conservator |

For questions regarding this document or any of the actions/forms described above, contact:

**These standard checklists are for informational purposes only and do not constitute legal advice about your case. There may be exceptions to the information provided on this form. Please consult with an attorney if you have specific questions about the Decedent’s estate. If you choose to represent yourself, you are bound by the same rules and procedures as you would be if you were an attorney.**

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**12th Judicial District Probate Registrar**

Bandy Lucero

Telephone: (719) 657-3394

**12th Judicial District Self-Help Coordinator**

Kim Cortez

Telephone: (719) 589-7652

Email: 12SelfHelp@judicial.state.co.us